THE PUNJAB STATE COOPERATIVE AGRICULTURAL DEVELOPMENT BANK LIMITED,
SCO 51 – 54, BANK SQUARE, SECTOR 17-B, CHANDIGARH

(Recruitment of Managers, Information Technology Officers, Field Officers & Clerk cum Data Entry Operators)

The Punjab State Cooperative Agricultural Development Bank Limited invites on-line applications (Website: *http://recruit.nitttrchd.ac.in*) from eligible candidates for the following posts:-

Name of the Post	General Category	S.C.	B.C.	Sportsmen	Ex Service-men	Freedom Fighters	Handicapped
Manager	10	03	03	01 (SC)	02 (General)	-	01 (Hearing Handicapped)
Information Technology Officer	04	02	01	01	01 (General) 01 (S.C.)	-	01 (Hearing Handicapped)
Field Officer	39	16	08	01 (General) 01 (SC)	06 (General) 03 (SC) 02 (BC)	01	03
Clerk cum Data Entry Operator	39	16	08	01 (General) 01 (SC)	06 (General) 03 (SC) 02 (BC)	01	03

Note :- 25% posts out of the above posts are reserved for the Retrenched employees of the closed Cooperative Sugar/Spinning Mills in the State of Punjab as per Policy for Re-employment of Retrenched Staff of Cooperative Institutions issued by the Registrar, Cooperative Societies, Punjab, Chandigarh vide letter No. RCS/ Plg./345 dated 06.08.12.

The requisite qualifications, age and Pay Bands + Grade Pay for the above posts are as under:-

Sr.No.	Name of the Post	Essential Qualifications	Pay Band (Rs.)	Age Limit
1	Manager	1. B.Com. /B.Sc. Agriculture with minimum 60% marks from any recognised University. OR M.Com/M.Sc Agriculture or Economics/MBA from any recognised University/C.A. 2. Must have passed Punjabi examination of minimum Matriculation Standard.	10300-34800 + 4400/- (Grade Pay)	18 to 45 Years
2	Information Technology Officer	1. 50% Marks/Equivalent Grade in MCA/M.Sc. Information Technology/M.Sc. Computer Science from a recognized University OR 55% Marks/Equivalent Grade in B.E./B.Tech./B.Sc. Engineering Degree from a recognized University in Computer Science/ Information Technology/ Electronics & Communication Engineering. 2. Must have passed Punjabi Examination of minimum Matriculation Standard.	10300-34800 + 3800 (Grade Pay)	18 to 45 Years

3	Field Officer	1. Bachelor's Degree from a recognised University or Institution. 2. Must have passed Punjabi examination of minimum Matriculation Standard. 3. Should have passed any one of the following courses from a Government recognised Institution or a reputed Institution, which is ISO-9001, certified:- a. Atleast 120 hours Course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity Applications or Desktop Publishing Applications from a Government recognised Institution or a reputed Institution which is ISO-9001, certified. OR b. Computer Information Technology Course equivalent to 'O' Level Certificate of National Institute of Electronics & Information Technology (NIELIT) of Government of India. 4. If during the course of study the candidate has passed an equivalent computer course as part of his Graduate or Post Graduate degree, the eligibility condition No. 3 will not apply.	10300-34800 + 3200 (Grade Pay)	18 to 45 years
4	Clerk cum Data Entry Operator	1. Bachelor's Degree from a recognised University or Institution. 2. Must have passed Punjabi examination of minimum Matriculation Standard. 3. Should have passed any one of the following courses from a Government recognised Institution or a reputed Institution, which is ISO-9001, certified:- a. Atleast 120 hours Course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity Applications or Desktop Publishing Applications from a Government recognised Institution or a reputed Institution which is ISO-9001, certified. OR b. Computer Information Technology Course equivalent to 'O' Level Certificate of National Institute of Electronics & Information	10300-34800 + 3200 (Grade Pay)	18 to 45 years

		Technology (NIELIT) of Government of India. 4. If during the course of study the candidate has passed an equivalent computer course as part of his Graduate or Post Graduate degree, the eligibility condition No. 3 will not apply. Before appointment the candidate shall have to pass English and Punjabi Type Test either on Computer or on manual or electronic typewriter at a speed not less than 30 words per minute to be conducted by the appointing authority.		

*Note:-

1. As per Punjab Government instructions issued vide Letter No. 7/204/2012-4 F.P.1/66 Dated 15.01.2015 the newly recruited employees, during the Probation Period will be paid fixed emoluments, which will be equivalent to the Minimum of Pay Band. The period of probation has been extended by Punjab Government from two years to three years vide letter No. 1/6/2016-4 ghghH1$834680/1 Dated 07.09.2016. No Grade Pay, Annual Increments, other allowances except Travelling Allowance will be admissible to the employees during the probation period.

2. In the case of two or more candidates obtaining equal marks in the recruitment test, the candidate older in age shall be placed higher in the order of merit.

Important Dates :

1. Last date for the registration of on-line application   : 16.12.2016 upto 5.00 P.M.
2. Last date for depositing fee in Punjab National Bank   : 20.12.2016

Application Fee (Non Refundable) :

For Scheduled Caste Candidates   :   Rs. 750/-

For General & Other Categories   :   Rs. 1500/-
(Bank Commission extra)

GUIDELINES AND INSTRUCTIONS FOR CANDIDATES

A. Submission of on-line applications

1. The applicant should download the printed copy of Challan Form from the website: *http://recruit.nitttrchd.ac.in* and deposit the application fee in any Branch of Punjab National Bank through the Challan or through online mode.

2. After depositing the application fee in Punjab National Bank Branches, the candidates are required to fill on-line Application Form which will be activated only after two working days of depositing application fee. The candidates are required to fill the complete information in the on-line Application Form.

3. The applicant must have attained the requisite qualifications, age and experience on the date of submission of on-line application.

4. The recruitment of a candidate shall be made subject to 100% verification of his Testimonials and is liable to be declared Null and Void abinitio without any notice whatsoever in case of any document is found fake or forged. Criminal Complaint shall be lodged against such candidate by the Bank besides Civil Proceedings to make recoveries of salary and other emoluments paid.

5. The applicant must read carefully all the guidelines and instructions mentioned on website before submitting his/her on-line application.

6. If an applicant faces difficulty in submitting on-line application, he/she may send an email to recruitment.pscadb@gmail.com. for any query.

7. The applicant should mention his/her category carefully and he/she would not be allowed to change his/her category, once claimed by him/her while submitting his/her on-line application.

8. The coloured photograph must be clear, well defined and taken against a plain white or light coloured background. The photograph on the application form should be the latest one but not later than three months old. The face of the candidate must be square to the camera with a natural expression.

9. Applicant is directed to upload his/her neat and clear scanned signatures on the on-line application.

10. The on-line application submitted without signatures, coloured photograph, requisite application fee or incomplete in any respect will not be considered and will be rejected summarily without any notice or correspondence and the application fee will not be refunded.

11. Candidates should note that application fee once deposited with the Bank is not refundable under any circumstances.

B. General Guidelines

1. The applicant must have passed Punjabi examination of minimum Matriculation Standard.

2. The Punjab State Cooperative Agricultural Development Bank Limited, Chandigarh reserves the right to increase or decrease the number of vacancies without any notice or withdraw the Recruitment Notice without assigning any reason.

3. The candidates of reserved categories i.e. Scheduled Caste/Tribe, Backward Class, Ex-Servicemen, Sportsperson, Physically Handicapped and Freedom Fighters of Punjab State should possess the requisite certificates issued by the concerned competent authority.

4. The candidates of only Punjab Domicile would be entitled for Reservation.

5. The certificate of Punjab State Domicile for the purpose of reservation should be as per the details mentioned in letter No. 1/3/ 95/ 3/ PP2/ 7480 dated 24.05.2001 of Department of Personnel & Administrative Reforms, Govt. of Punjab, Chandigarh.

6. The certificate of Scheduled Castes/Backward Classes must have been issued by the authorities concerned as mentioned in Annexure-A of the letter dated 18.08.2004 (issued by the Welfare Department, Punjab, Chandigarh) and Letter No. 1/02/2016-o;H1/ 90-91 Dated 02.08.2016.

7. The applicants belonging to the category of Freedom Fighters should possess the requisite certificate issued by the competent authority (Deputy Commissioner of the concerned District) as per the instructions issued vide Punjab Govt. letter No. 9(13)-3P-2-84-5822 dated 04.04.1985, letter No. 1/135-8 P-2/7/310/20 dated 19.06.1991 and letter No. 4/13/2008 P-11-97/10112 dated 22.08.1997.

8. The benefit of reservation would be given to the sons/daughters/Grandsons/Grand-daughters of only those freedom fighters of Punjab State who have been granted a

Freedom Fighters Pension from Govt. of Punjab for being freedom fighters or have been awarded TAMRA PATTRA from Govt. of India.

9. Physically Handicapped candidates will be considered as per the instructions issued by Govt. of Punjab vide Letter No. 10/26/95/5 ;;$1251 dated 02.05.1997 and Letter No. 3/52/13-3 v;$842 Dated 19.08.2013 and the certificate to this respect should be duly signed by the Principal Medical Officer/Chief Medical Officer/Civil Surgeon and Class–I Medical Officer of the Health Department/Govt. Medical Institution of the concerned district.

10. The candidates applying for the post of Field Officers should note that they will have to visit the field and villages in rural areas for the purpose of recovery & advancement of bank loans etc.

11. If an applicant wishes to apply for more than one post, he/she should submit separate on-line application as well as separate application fee for each post.

12. Candidates will be allowed option to apply in one category only with regard to get the benefit of reservation.

13. In case, any certificate/testimonial of an applicant is found fake at any stage or issued by an incompetent authority, the appointment of that applicant would be cancelled and a legal action would be initiated.

14. The mere submission of on-line application as well as appearing in the Recruitment Test does not guarantee the eligibility for appointment to the said posts. The appointment letters will be issued only after due verification/checking of original certificates /testimonials of candidates as per their merit and eligibility.

15. No TA/DA is payable to the candidates for appearing in the Recruitment Test.

16. Request for change/correction in any particulars in the Online Application Form shall not be entertained after submission of Application Form under any circumstances.

17. After the conduct of recruitment test, the answer keys will be uploaded on the Website for inviting objections to answers, if any.

18. The objection to any answer can be filed by the candidate on the prescribed objection form available on the Website within three days from the date of conduct of the recruitment test. The candidate has to provide a relevant documentary proof in the form of book, relevant articles etc.in support of his/her objection, otherwise the objection shall not be entertained.

19. The candidate has to deposit a fee of Rs. 575/- per question for any objection raised by him/her (e.g. fee for objections in two questions shall be Rs. 1150/-).

C. Recruitment Test

1. The applicants would have to appear in the recruitment test. The date, time and venue of recruitment test would be intimated through Website.

2. The selection of the candidates would be made as per merit list prepared on the basis of marks obtained in recruitment test only. The recruitment test will be conducted in **CHANDIGARH/ MOHALI** only. There will be **NEGATIVE** marking @ 25% for wrong answers.

3. The applicant is required to download the E-Admit Card (before 4 **-** 5 days from the date of recruitment test) against his/her Institute I.D. NITTR from the Website _http://recruit.nitttrchd.ac.in_ and bring the same on the date of recruitment test. **(E-Admit Cards will not be sent by Post).**

4. No applicant will be allowed admission in the examination hall without proper E-Admit Card.

5. The recruitment test will be of 90 Minutes duration comprising 100 Multiple Choice Questions. The medium of examination will be **ENGLISH** only.

6. Minimum Qualifying Marks shall be 40% for General & Other Categories. However in case of Scheduled Caste Candidates, Minimum Qualifying Marks shall be 35%.

7. The candidates clearing the Written Test for the posts of Clerk cum Data Entry Operators shall have to pass the Type Test at the speed of 30 W.P.M. in English and Punjabi (both languages). The candidates to be called for Type Test shall be purely on the basis of the merit in the Written Test. Number of candidates to be called for the Type Test shall be as per the number of vacancies. The candidates opting to give Type Test in Punjabi on Computer will be allowed to use only "Asees" or "Joy" Font.

8. The syllabus for recruitment test for the post of Manager, Information Technology Officer, Field Officer & Clerk cum Data Entry Operator is given below:-

SYLLABUS FOR THE RECRUITMENT TEST

TOPICS

Managers

- English Grammar & Language
- Computer Awareness
- Indian Economy, Commerce, Management and Agriculture
- General Awareness, Current Events
- Mental Ability

Information Technology Officers

- English Grammar & Language
- General Awareness, Current Events
- Mental Ability
- Computer/Information Technology* (Refer Website for details)*

Clerk cum Data Entry Operators

- English Grammar & Language
- Computer Awareness
- General Knowledge
- Mental Ability
- Economics & Commerce

Field Officers

- English Grammar & Language
- Computer Awareness
- General Knowledge
- Mental Ability
- Economics & Revenue Law
- General Awareness in Agriculture

D. Note for Permanent/Regular Retrenched employees of closed Cooperative Sugar Mills and Cooperative Spinning Mills

in the State of Punjab:

Permanent/Regular Retrenched employees of closed Cooperative Sugar Mills and Cooperative Spinning Mills in the State of Punjab can approach the Bank on any working day during office hours from 10.00 A.M. to 5.00 P.M. upto 20.12.2016 alongwith their applications/eligibility proof/supporting documents, Fee (Demand Draft in favour of Bank) including retrenchment orders. The detail regarding application fees is available on the Website. As per the Policy for re-employment of retrenched staff of Cooperative Institutions issued by the Registrar, Cooperative Societies, Punjab, Chandigarh vide letter No. RCS/ Planning/345 dated 06.08.2012 if the number of applicants is more than the number of posts to be filled up, a special examination shall be conducted to test their skills and knowledge required for the post.

MANAGING DIRECTOR,
The Punjab State Cooperative Agricultural
Development Bank Limited, Chandigarh.